

## Civil and Environmental Engineering

### ACADEMIC STANDARDS

Every Civil Engineering undergraduate student must meet certain standards of academic achievement. Students who fail to meet these criteria will be placed on academic probation. Specifically, the University Rules provide for two types of probation:

#### 1. **Probation**

(*University Rule 3335-9-25A*). Any student who has accumulated fifteen or more deficiency points shall be placed on probation. The probation shall continue provided the student's college considers the student's progress to be satisfactory and shall be removed when the deficiency points are fewer than fifteen. The dean of the college or the director of the school in which the student is registered shall notify the student of probationary status, except as provided in Faculty Rule 3335-9-27. Such notification shall include a clear statement of what shall be considered satisfactory progress.

#### 2. **Probation by Special Action**

(*University Rule 3335-9-25B*). If at any time the preparation, progress, or success of a student in an academic program is determined to be unsatisfactory, the College or School in which the student is registered shall be empowered to place the student on **Academic Probation**.

A Civil Engineering student will be placed on **Special Action Probation** if the student has failed to maintain at least a 2.0 PHR based on all grades earned in all attempts of the following Monitored Courses:

At Pre-Civil level: Math 151 (140,141), 152, 153, 254, Physics 131, 132, 133, Chem 121, ENG 181, 183, EG 167, and ME \*410 or H 210

At Civil Major level: \*410 or H210, ME 420 (440), and ME 430; CE 400.01 and .03(402), 405, 406, 413, 431, 451, 516, 520, 535, 540, 554, 570, and 576; and all courses taken as Professional Courses.

A Civil Engineering student who is on **Special Action Probation** will be sent a letter to their official university mailing address describing the particular conditions of the probation. Typical probation conditions include, but are not necessarily limited to:

- a. *The student must meet during the first week of each quarter with the chair of the Undergraduate Studies Committee to discuss the terms of the student's Special Action Probation.*
- b. *The student must take a course load each quarter that is discussed with and approved by the chair of Undergraduate Studies Committee, who serves as the student's academic advisor while the student is on Special Action Probation.*
- c. *The student may neither drop courses nor get any "incomplete" grades without the chair of the Undergraduate Studies Committee's prior written permission.*
- d. *The student must remove a specified number of deficiency points based on grades earned in the monitored courses taken that quarter. Typically, three deficiency points must be removed if only one monitored course is taken, and five deficiency points must be removed if two or more monitored courses are taken.*

**Academic dismissal** (*University Rule 3335-9-26*). If the student's college or school considers a student's progress as unsatisfactory in meeting the conditions placed on his probation, the college or school shall be empowered to dismiss the student from the university. An exception to this authority for undergraduate professional students shall be in accordance with Faculty Rule 3335-9-23. The dean of the college or the director of the school in which the student was registered for the quarter, except as provided in Faculty Rule 3335-9-27 shall send notice of the dismissal to the student. No student shall be subject to academic dismissal unless s/he is currently on probation.

**A Civil Engineering student on Special Action Probation will not be dismissed unless at least 15 hours of Monitored Courses have been attempted.**

Notice of dismissal (*University Rule 3335-9-27*). The dean of the college in which the dismissed student is registered shall send notice of dismissal from the university.

\*ME 410 or H210 happens to be a monitored course in pre-civil as well as in the civil major.

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**REINSTATEMENT OF DISMISSED STUDENTS**

**1. Reinstatement after academic dismissal**

(University Rule 3335-9-28). Any student who may be reinstated by a college or school following academic dismissal shall be subject to such special requirements as may be determined appropriate by the dean of the college or the director of the school. If the performance record of any reinstated student does not meet the conditions of probation specified at the time of reinstatement, then the college or school in which he/she is registered shall determine whether the student is to be dismissed or continue on probation.

Students who have been dismissed from the program due to failure to meet conditions of Special Action Probation may petition the Undergraduate Studies Committee to undertake a program of remedial action leading to reinstatement in the program. Such reinstatement programs typically involve the requirement that students retake all D's and D+'s earned in the course group Math 151 (Math 140,141), 152, 153, 254, 255 (or 415); Physics 131, 132, 133; ME 400 (410/H210), 420 (440), and 430; ENG 181, 183 (Eng Graph 166), and 167; Chem 121 and 122/125; CE 400.01 and .03 (402), 405, 406, 413, 431, 451, 516, 520, 535, 540, 554, 570, 576; and all courses taken as Technical Elective Courses, earning a grade of C or better in each retake. Some or all K credits may also be required to be retaken. Each course can be retaken only once. The student must remain out of the program for at least one academic year; however, if the student earns a B or better in each retake, the student can be reinstated as soon as all retakes are completed. In addition, the Undergraduate Studies Committee may require that specific measures be undertaken to resolve personal or financial problems that may have contributed to the student's academic difficulties.

When a reinstated student fails to fulfill the conditions of reinstatement, she/he is **dismissed the second time** from the program and will not be allowed to reenter the program except under the conditions of the five year Fresh Start Rule (3335-7-261).

**A student who has attained a PHR of at least 2.0 in the pre-Civil Engineering Core, but who has previously been dismissed by another engineering department, will be required to follow the same remedial procedures required of previously dismissed Civil Engineering students before being admitted to the Civil Engineering program.**

A student who has been dismissed two or more times from the College of Engineering Department(s) for academic reasons will not be eligible for reinstatement or entry into the department except under the conditions of the five year Fresh Start Rule (3335-7-261).

**APPEAL PROCESS**

1. In special circumstances a student on Special Action Probation may appeal to the Undergraduate Studies Chair in writing to drop a course giving reasons that may adversely affect his/her performance.
2. A student dismissed for the first time may appeal to the Undergraduate Studies Chair in writing to be reinstated in to the CE program.
3. A reinstated student, under circumstances beyond his/her control, may appeal to the Undergraduate Studies Chair in writing to adjust the course load for a certain quarter.
4. In case, the second dismissal conditions cannot be duly resolved with the Undergraduate Studies Committee, a student may appeal to the Chair of the Civil Engineering department.
5. If the student finds review by the Chair unsatisfactory, she/he may appeal directly to the Academic Standards and Progress Committee (ASAP) through the College of Engineering's designee to that Committee.

**NOTIFICATION** - The Undergraduate Curriculum Guide outlining departmental probationary and dismissal policy is distributed to the Engineering Survey class every autumn. A copy of the Curriculum Guide is given to every student applying to the Civil Engineering major and departmental **Special Action Probation and Dismissal** policy is discussed in detail with them. A copy of the Civil Engineering Curriculum Guide is also given to students transferring from other departments into the Civil Engineering program. The Curriculum Guide outlining the Department's probationary and dismissal policy is also on the department's web for everyone to view.

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*I have read and understood the Civil and Environmental Engineering major's Academic Standards and Reinstatement of Dismissed Students policy.*

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*Student's Signature*

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*Date*